



CITY OF HOUSTON

Job Posting

|                             |   |
|-----------------------------|---|
| Applications accepted from: | ALL PERSONS INTERESTED                                  |
| Job Classification          | Airport Operations Specialist                           |
| Posting Number              | PN# 111834  |
| Department                  | Houston Airport System                                  |
| Division                    | William P. Hobby Airport                                |
| Section                     | Operations  |
| Reporting Location          | 7800 Airport Blvd.*                                     |
| Workdays & Hours            | Shift work, including rotation, weekends and holidays * |
|                             | *Subject to change                                      |

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Under direction, assists in the operations and safety function. Promotes a safe, friendly, efficient airport environment to meet customer’s needs. Maintain a team atmosphere with internal customers so those interdependent objectives can be achieved. Conducts safety inspections in the terminal area and takes corrective action as required. Interacts with tenants concerning leases and compliance with airport standards. Uses a general knowledge of FAR’s and airport circulars as it pertains to airport operations. Monitors deviation from federal, state, and airport operating rules and regulations. Coordinates construction, repairs, and preventative maintenance in the AOA. Interacts with the control tower providing escorts concerning emergencies or reporting unsafe conditions. Issues Notices To Airman (NOTAMS) as required by FAA regulations. Prepares oral and written reports through the use of computer programs.

WORKING CONDITIONS

Performing these duties will involve: operating City vehicles; walking and standing for extended periods; making visual observations and differentiating details; attending to details amid distractions; adjusting to critical and demanding work; applying specialized information; solving arithmetic and numerical problems; speaking clearly and effectively on a two way radio and tolerate inclement weather, extreme noise levels, and aircraft pollution. May be required to lift up to forty (40) pounds. Must be willing and available to work all shifts, including rotation, weekends and holidays. May be exposed to long periods of extreme stress. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in Aviation Management, Airway Science, Criminal Justice, Law Enforcement, Public Administration, Business Administration or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

Six (6) months experience in airport operations, airport security or airport safety. Directly related professional experience in airport operations/security may be substituted for the above education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver’s license and compliance with city’s policy on driving (AP 2-2).

PREFERENCES

Knowledge of Federal Aviation Regulations (FAR), airport organization, basic airport terminology, and principles/procedures involved in the monitoring of airport arrival and ground traffic control communication systems.

SELECTION/SKILLS TEST REQUIRED

Application review and/or interview.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

| Salary Range - Pay Grade 17      |                                    |
|----------------------------------|------------------------------------|
| \$1,198.00 - \$1,250.00 Biweekly | \$31,148.00 - \$32,500.00 Annually |

OPENING DATE

JULY 5, 2006

CLOSING DATE

OPEN UNTIL FILLED

APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor or for advanced consideration submitted online at:

[www.fly2houston.com](http://www.fly2houston.com).

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

An equal opportunity employer